



# Behavior



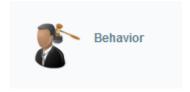
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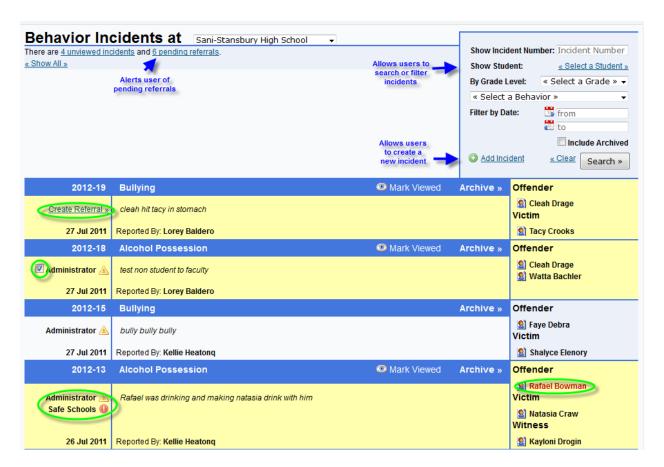
## **Behavior**

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The behavior module tracks conduct of students by recording incidents. Incidents can be created, viewed, and submitted to an administrator as a referral. Administrators can review all incidents and referrals made by faculty and staff. Also, they can take action on any incident or referral by assigning actions taken, penalties, safe school violations, and printing letters and reports.

## **Managing Behavior Incidents by an Administrator**





This screen has many functions that will allow an administrator to manage their school's behavior incidents and referrals. The user will be able to complete any of the following actions from the above screen:

1. Select a track



2. Notification of unviewed incidents and pending referrals

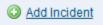
There are 4 unviewed incidents and 6 pending referrals.

« Show All »

3. Search or filter incidents based on incident number, student name, grade level, behavior type, date, and archived



4. Add an incident



5. See details of each incident



6. Change an incident into a referral 27 Jul 2011 Reported By: Lon

By clicking on link, user will be sent to the referral screen to add details





7. Change a referral into an incident Unclick the check box next to "Administrator"

## 8. Edit an incident



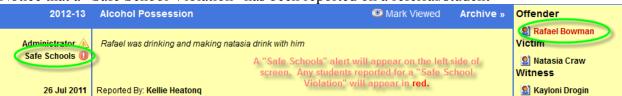
Click on the "Incident #" or the "Behavior Type"

## 9. Edit a referral



Click on the "Incident #" or the "Behavior Type"

## 10. Notice that a "Safe School Violation" has been reported on a referral/student



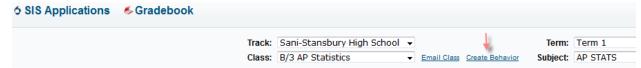


## **Managing Behavior Incidents by Faculty/Staff**





1. This can be accessed via the Behavior Icon or via a link in Gradebook



2. Status of incidents and referrals sent to Administrator

There are <u>4 unviewed incidents</u> and <u>6 pending referrals</u>.

<u>« Show All »</u>

3. Search or filter incidents based on incident number, student name, grade level, behavior type, date, and archived





- 5. Edit an incident



Click on the "Incident #" or the "Behavior Type"



## **Entering a New Behavior Incident by an Administrator**

## **New Behavior Incident**



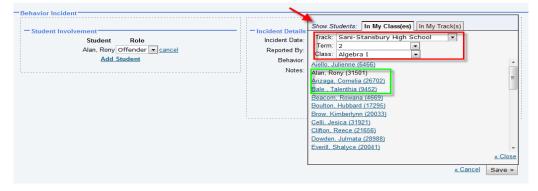
Enter "Student Involvement"

Click on "Add Student"

The "Show Students" screen will appear:

- Select "Track", "Term", and "Class" a list of students will appear.
- Select a "Student" once a student has been selected the name will appear on the left side of the screen. The name will remain on the right side but the font will turn black.
- Select the "Role" on the left side of the screen next to the students name in the drop down box.
- Select "Close" when you have selected all students involved, which is in the bottom right hand corner of the student list.

#### **New Behavior Incident**





#### **Enter Incident Details**

- Enter "Incident Date" the date that the incident actually occurred.
- Select "Reported By" this will default to person logged in. Please select the correct person, if it is someone other than self.
- Select "Behavior"
- Enter "Notes" please describe the incident, including location and time.
- "Save & Archive" will save incident and move it into your archive data on the view screen
- "Create Referral" will save incident and take user to the referral screen.
- "Save" will save incident and take user back to the view screen.

#### **New Behavior Incident**



## **Entering a New Behavior Incident by Faculty/Staff**

- Please follow the above process.
- Note the only differences are in the bottom right hand corner of the screen.
- Users can notify the Administrator by checking "Alert Administrator"; this will create a referral for the Administrator to address. If this is not selected then the incident will be saved for viewing purposes by the Administrator.
- Click "Save" will save incident and take user back to the view screen.





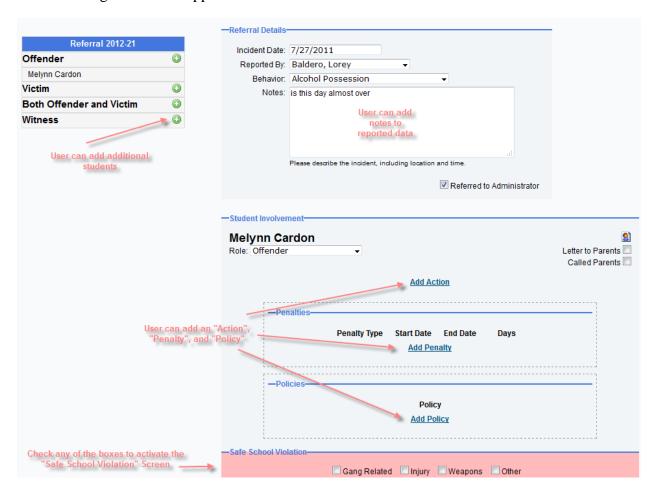
## **Completing a Referral**

(For Administrative Use Only)

Click on the "Incident #" or the "Behavior Type"



The following screen will appear:



- 1. User can add additional students to the referral
- 2. User can update notes
- 3. Add an "Action", "Penalty", and "Policy" to each student, as needed
- 4. Create a "Safe School Violation" by checking one or more of the listed boxes
- 5. Access student information

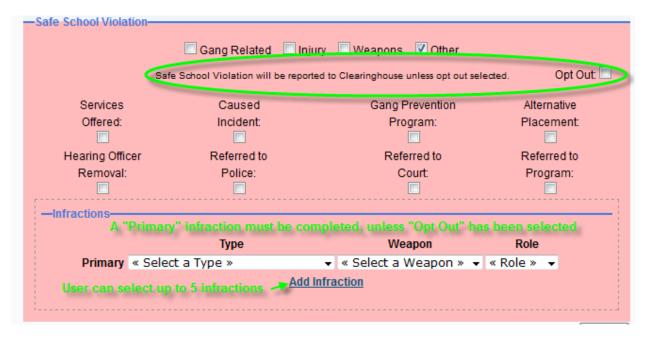


#### Add Safe School Violation

Check one or more of the following boxes that are related to the violation.

-Safe School Violation-				
	Gang Related	□ Injury □ Weapons	Other	

## The following screen will appear:



- 1. Safe School Violation will be reported to Clearinghouse unless "Opt Out" is selected (This should only be used in rare cases)
- 2. User can add up to 5 "Infractions"
- 3. A "Primary" infraction is required, unless "Opt Out" is selected.
- 4. When completing an "Infraction" "Type", "Weapon", and "Role" are required
- 5. Check all boxes that apply to "Safe School Violation"



When user has completed the "Referral", click

User will then be taken back to the View screen.